

Preface



CAIRS Reference Manual

About this Manual

Purpose

Welcome to the enhanced Computerized Accident/Incident Reporting System (CAIRS). The new CAIRS provides a state-of-the-art method for accessing data contained in the CAIRS database. The log and report generation features of the enhanced CAIRS became available for general use by registered CAIRS users in November, 1997 and went into production mode on January 26, 1998. The report input functions will be released at a later date.

This manual provides basic training material on the new CAIRS interface and furnishes relevant and useful information to help you become productive on the enhanced CAIRS. Additional training covering advanced search and report techniques will be developed at a later date. When the report input functions are added, additional training materials covering these topics will also be made available.

Content

This manual contains five sections and is written in a conversational style so that end users will find it easy to use and understand. Each section is organized in the following manner: 1) presentation of concepts and terminology using step-by-step procedures and real-life examples; 2) summary of procedures within a tutorial format; and 3) practice exercises. The writing style, organization, and design of this workbook enable you (the end user) to utilize it for assorted functions: as a student workbook for formal training; as a self-paced tutorial; or as a reference guide when needed.

- ▶ **Configuring and Working with a Browser.** This section of the workbook will provide training in the more advanced features of Internet browsers. It begins with a review of some basic Internet concepts and progresses into how to create, organize, and display bookmarks. Step-by-step instructions will guide you through the process of configuring browser preferences/options, in addition to using other browser tools.
- ▶ **CAIRS Overview.** In this section, you will receive an overview of the Computerized Accident/Incident Reporting System (CAIRS) and a brief history of its development. Registration and security issues will be discussed, and you will receive information on DOE Order 231.1 and how it relates to the CAIRS centralized database. You will also learn the various ways in which help on using CAIRS can be obtained and some of the basic concepts of searching CAIRS.

- ▶ **Accessing Standard Reports and Logs.** This section will familiarize you with accessing CAIRS Standard Reports and generating Logs. You will learn which standard reports are available within CAIRS and how to access them. You will also learn how to generate various logs of accident cases; how to specify the log type, organization, and date parameters for generating logs; as well as how to use the wildcard operator, logical operators, and a range operator.
- ▶ **Creating Basic Reports.** This section focuses on introducing you to the various report options available from the **CAIRS BASIC REPORTS** module. You will learn how to effectively use various edit boxes and operators to specify the subset of 5484.3 forms you want included in the selected report.
- ▶ **Performing Searches and Creating Ad Hoc Reports.** This section will familiarize you with selecting search criteria to create specific subsets of the CAIRS database. After creating these subsets, you will learn how to generate various reports on the resulting data. You will learn how to save a set of search criteria so that you can use it again later, or edit the set and save it under a different name.
- ▶ **CAIRS Direct Access.** This course will introduce you to the direct access feature of CAIRS. You will learn how to set up your PC for CAIRS direct access. The discussion will include the basics of Structured Query Language (SQL) and how to import the query results into other software applications. CAIRS direct access provides users with the ability to structure queries, manipulate data, and design reports from the various data tables within the CAIRS database. You will be provided with the CAIRS database schema and other necessary tools in order to query the data.

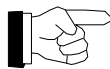
Conventions and Icons

Throughout this manual, certain conventions and icons are used to help you locate and interpret information easily.

- ▶ When you need to type information or select text or an item from a list or menu, the prompt will appear boldfaced; for example, **something you must type or select**.
- ▶ Names of menus, icons, buttons, selection boxes, files, directories, disk drives, and CAIRS pages will be shown in bold, uppercase; for example, **THIS SPECIAL TYPEFACE**.
- ▶ References to hyperlinks, as seen on the screen, will be shown in bold, underlined; for example, **this special typeface**.

- ▶ References used to direct you to additional information (often to another section in the reference manual) will be shown in bold italic; for example, ***this special typeface***.
- ▶ To signify syntax statements, Boolean logic operators, names of keys that you need to press, or other miscellaneous items that need to be emphasized, the font used will be uppercase italic; for example, *[SHIFT]+[CLICK]*.
- ▶ The following special symbols are used to call your attention to important or special information applicable to the current topic.

NOTE



This icon appears when we are providing you with *additional information* for completing a task or using a feature.

HINT



This icon indicates a *hint*, *good tip*, or *shortcut* that you can use when completing a task.



WARNING

This icon is displayed when we are providing you with *critical information* or to warn you about actions that you *must do* or *must not do*.



TUTORIAL

This icon indicates we are about to give you *step-by-step procedures* to follow to accomplish a task.



TERMINOLOGY

This icon flags any new terminology that is important for you to know and understand.